



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Memorandum

July 19, 2006
CACFP CN# 20-06
CACFP 13-2006

To: Child and Adult Care Food Program Child Care Home Sponsoring Organizations

From: Mary Szafranski, Deputy Associate Superintendent
Health and Nutrition Services

Melissa Conner, Director
Child and Adult Care Food Program

Subject: Administrative Reimbursements for Non-Claiming Homes in the
Child and Adult Care Food Program (CACFP)

The purpose of this memorandum is to clarify that sponsors of day care homes may not include non-claiming homes in the total number of homes reported for determining administrative reimbursements.

In the course of conducting the Child Care Assessment Project, USDA became aware that some sponsors of day care homes include homes that are not reporting meals in a given month in the total number of homes claimed for administrative reimbursement purposes.

FNS Instruction 796-2 Revision 3 states that a sponsor's administrative reimbursement is based on the number of day care homes "participating" under their sponsorship during the claim month. A day care home provider that does not claim meals for a given month is not considered to be participating in the Program and, as such, can not be included in the sponsor's claim for administrative reimbursement.

USDA recognizes that sponsors may incur administrative costs on behalf of a day care home that exceed the corresponding reimbursement for the home in a given month. Conversely, there may be months in which a sponsor incurs minimal cost on behalf of a particular provider, while receiving full administrative reimbursement. The CACFP rate structure was developed with the full understanding that this fluctuation would occur.

Sponsors that have been claiming homes that have not been providing CACFP services during that month must correct their systems by August 2006 claim.

Please feel free to contact your program specialist if you have further questions.

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